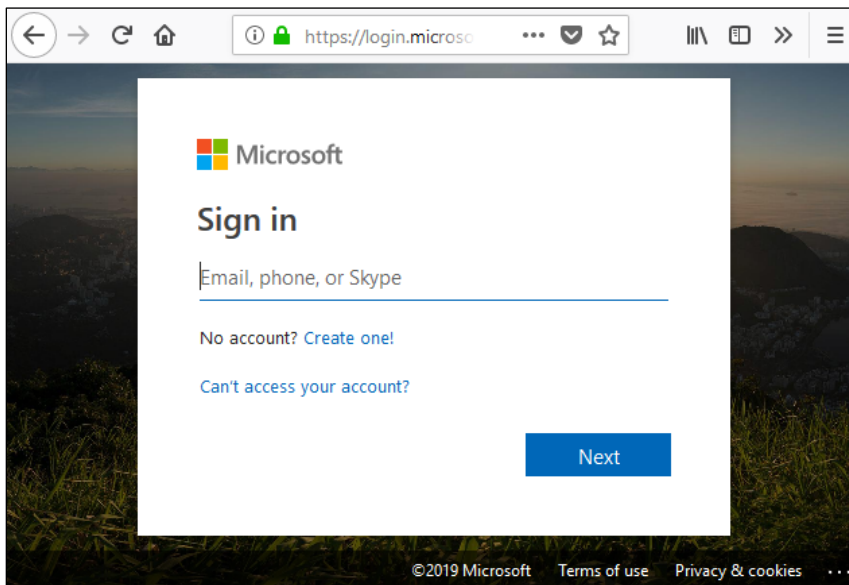


Duo for Office 365

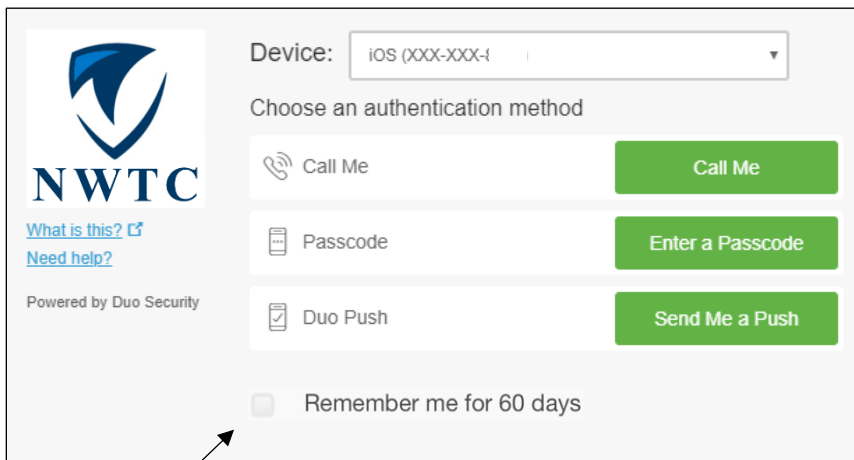
Before you begin, you will need to have a valid NWTC ID # and password. Enrollment in Duo is required for accessing Office 365 (NWTC Email, OneDrive or the Hub) from off-Campus. New employees, please see the “Getting Started” guide on the NWTC [website](#).

1. Login to Office 365 with your NWTC ID and password.

Example: 12345678@NWTC.EDU

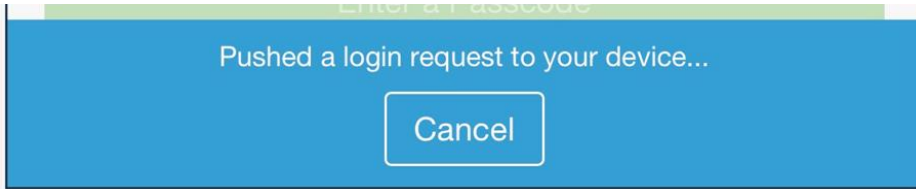


2. The Duo Prompt will display on screen.



Check the box if you would like Duo to remember your device for 60 days.

Hint: you may need to click the Cancel button before you can check the box to remember your device.



3. Make a selection from the available options.

Duo Push	Phone Call	Passcode
<p><i>Tap "Approve" on your smart phone or tablet.</i></p>	<p><i>Answer your phone, press 1 to login.</i></p>	<p><i>Enter the six-digit code found on your Duo Mobile App or Duo security key.</i></p>

Duo can be setup to automatically send a push notification or phone call by specifying a default device in the Duo Portal. For more information, refer to the "Default Device" section of our [Getting Started guide](#).

4. Access to Office 365 is granted after successfully completing the Duo verification.

For assistance, see the [MFA page](#) on the NWTC website or contact the Help Desk at 920-498-6800 or email help.desk@nwtc.edu.